



DEVELOPMENT DIRECTOR

The Development Director is a full-time exempt employee and member of the senior staff, reporting to the Executive Director and charged with developing and leading a dynamic program to raise funds to support the continuing growth and expansion of the ACLU of Connecticut. The Development Director is responsible for planning, implementing, and team-leading a Development Program that successfully funds programmatic goals in the areas of criminal legal reform, police accountability, voting rights, free speech, privacy, immigrants' rights, reproductive freedom, LGBTQ rights, and more.

DESCRIPTION OF WORK

Development Program Leadership:

- Develop and implement a comprehensive annual development plan that supports strong organizational growth through robust giving channels, with a heavy focus on major gifts but also including proposals, appeals and specific campaigns
- Work strategically with internal and external partners and communities to maximize the Development Program's success and the organization's effectiveness
- Maintain accurate and confidential records of all giving campaigns for reporting to the Executive Director and the Board of Directors
- Provide fundraising goals and projections to inform the organizational budgeting process; participate in Development Program budget planning; maintain responsibility for all Development Program expenditures
- Adhere to national ACLU policies across all Development Program activities, including and especially principles of EDIB

Major Gifts:

- Expand the number and giving levels of major gifts (\$5,000+) in Connecticut
- Manage relationships for a portfolio of 100+ major donors and prospects, including those assigned to the Executive Director
- Develop goals plus strategies, cultivation, solicitation, and stewardship planning for each donor, ensuring that each receives frequent personalized "touches" and face-to-face solicitations
- Engage in face-to-face solicitations and other direct engagement with donors and prospects, and arrange and support strategic engagement for the Executive Director, senior staff, and partners
- Request and analyze data to ensure maximally efficient and effective fundraising
- Use the organization's nationwide database and other systems to track, evaluate and report on performance
- Draft donor correspondence and maintain primary responsibility for developing the messages, strategy memos, talking points and materials for the affiliate's development efforts
- Partner with colleagues from the national ACLU to research donors/prospects, advance key donor relationships and identify new major gift prospects

Management:

- Provide support, supervision, and growth opportunities for development staff
- In collaboration with the operations department, develop and manage an annual department budget

Foundations/Grants:

- Build a portfolio of foundation/grant prospects, and maintain responsibility for the grants process (in conjunction with appropriate staff): grant writing, submissions, follow-up, and reports
- Co-manage, with the operations department, a robust internal grant application and proposal process.

Other duties as assigned.

DESIRED QUALIFICATIONS

- Strong support of the ACLU and its mission, principles, and firm commitment to promoting diversity, equity, and inclusion
- At least five years' experience in fundraising or a position with transferable skills
- Demonstrated success in major gift solicitations (\$5,000+)
- Ability to work well with and quickly gain the respect and support of diverse constituencies, including donors and prospects, board members, partners, and affiliate and national staff members
- Experience with multi-faceted campaign planning, implementation, and management
- Superior written and verbal communication skills and diplomacy; experience developing successful fundraising materials
- Experience with advocacy or community-based organizations preferred
- Superb organizational and problem-solving skills; results- and detail-orientation coupled with strong follow-through and the ability to meet tight deadlines
- Sound judgment in maintaining confidentiality of donor information; sensitivity to donors'/prospects' needs
- Strong computer literacy, including database/CRM proficiency

ESSENTIAL MINDSETS & APPROACHES TO THE WORK

- Strong relationship building skills: Effective and respectful interpersonal and communication abilities, building rapport virtually and in person with donors, board members, volunteers, staff, and the general public.
- Calm under pressure and adaptable: Show a willingness to learn new skills when necessary and make quick and confident decisions while remaining solutions focused.
- Curious, resourceful, and adept in research and skill building
- Abiding commitment to EDIB principles and ending systems of white supremacy

COMPENSATION AND BENEFITS

The Development Director will receive a salary between \$90,000-\$115,000 annually, depending on experience. The ACLU of Connecticut also offers a generous and comprehensive benefits package including four weeks paid vacation; 100%-employer premium paid medical, dental, and vision insurance, as well as a supplemental wellness benefit; 401(k) Plan including up to 5.5% employer contribution; and 13 paid holidays. (The ACLU of Connecticut reserves the right to alter or eliminate its current employee benefit plans and programs). This position is full-time, salaried, and overtime-exempt under the Fair Labor Standards Act and applicable Connecticut law.

APPLICATION PROCEDURE

Please submit a cover letter, resume, writing sample(s), and three professional references, including their email, phone number, and relationship to you. (We will not contact your references until the final stage of the interview process). Send electronic materials to: search@acluct.org and please include your last name and "Development Director" in the email subject line. You may submit hard copies to ACLU of Connecticut, Re: Development Director, 765 Asylum Avenue, Hartford, CT 06105. Please also indicate in your cover letter where you heard of this career opportunity. No phone calls or walk-ins, please.

Applications will be reviewed on a rolling basis and the position will be posted until filled, at which time this announcement will be removed from our website.

The ACLU of Connecticut is proud to be an affirmative action/equal opportunity employer and strongly encourages immigrants, people of color, indigenous people, LGBTQ+ people, people with disabilities, women, and formerly incarcerated and justice-impacted people to apply. We accept all applicants regardless of race, sex, gender identity, age, disability, religion, national origin, sexual orientation, veteran status, or record of arrest or conviction.

The ACLU of Connecticut undertakes affirmative action strategies in its recruitment and employment efforts to assure that all persons – including but not limited to persons with disabilities – have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to include this information in your cover letter, or to call 860-523-9146 to discuss your needs.

ABOUT THE ACLU

With affiliate offices in all 50 states, Washington, D.C., Puerto Rico, and Guam, the ACLU fights tirelessly in the courts, legislatures, and through community engagement to ensure that all individuals' rights are protected.

The ACLU of Connecticut comprises two separate corporate entities, the American Civil Liberties Union of Connecticut, and the ACLU Foundation of Connecticut. Both the American Civil Liberties Union of Connecticut and the ACLU Foundation of Connecticut are statewide organizations with the same overall mission; they share office space and employees. Our maintenance of two separate corporate entities allows us to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name "ACLU of Connecticut."

To learn more about the work of the ACLU, both in Connecticut and nationally, please visit www.acluct.org and www.aclu.org.